



Newcastle High School

RESPECT . RESPONSIBILITY . PARTICIPATION

160-200 PARKWAY AVENUE HAMILTON SOUTH NSW 2303 • TEL 02 4969 3177

DATA STORAGE POLICY

Introduction

This policy covers the appropriate storage structures for digital data at Newcastle High School (NHS) for staff and students.

Focus on Wellbeing

Data can be stored and accessed in multiple ways. A loss of important data, or breach of security can be stressful to an individual. Appropriate storage of digital content can ensure peace of mind and enhance the wellbeing of the user.

Digital Citizenship

NHS encourages staff and students to demonstrate good digital citizenship when working with digital content. Storing appropriate content and in an appropriate manner is an important component of future focused skills, particularly in regards to collaboration.

Digital Device Rationale

NHS values the rich learning experiences that tightly integrated interactions with technology can offer. Our school is committed to creating a 21st Century learning environment that will help our students in becoming self-directed learners, collaborative team players, critical and creative thinkers, wise consumers of information and intelligent information producers.

NHS acknowledges that staff and students need to be in possession of digital content at school. There will be many times that digital content may be used for lesson delivery and educational engagement. A decision to use digital content in the classroom will be under the explicit direction and supervision of the classroom teacher.

Template Files and Policies

A template file or a school policy is a document that can be downloaded and copied only. It must be stored in the Documents module of Sentral and be accessible to all staff. The document must always be relevant and reflect the current practice or administrative purpose of the school. Responsibility for ensuring template files and policies are current is with the appropriate administrative personnel or school team. See Appendix II for clarification of responsibilities.

Educational Resources

Teacher resources, including programs, and media content must be stored on the relevant Google Faculty Drive. On enrolment, Staff members will be added to the NHS Drive (the common shared cloud based Google Drive). Staff may edit or duplicate files in the NHS Drive. Its purpose is to collaboratively develop resources that may be made available to all staff. Deletion of content if the designated privileges of the staff member enable it.

NHS Drive

The NHS Drive is the common data storage location located on Google's servers and paid for by the NSW Department of Education. It enables cloud based integration in both the browser and file explorer environment. Common staff resources, including draft policies, communication articles, wellbeing initiatives and strategic planning documents must be stored here. Staff must store data under the appropriate strategic direction for the school.

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NHS Faculty Drives

The NHS Faculty Drives are a common faculty-based data storage location on Google's servers and paid for by the NSW Department of Education. Staff must be added by the Head Teacher to their appropriate faculty. The ownership of data and the roles of staff use of the faculty drive is under the direction of the Head Teacher. Trusted visitors such as temporary staff, casual teachers or practicum students may be added to the faculty drive if deemed necessary by the Head Teacher. Teacher resources, including programs, and media content must be stored here. Data created for the purposes of teaching students at Newcastle High School must be stored on the faculty drives and be available to all faculty members.

Remote Access

Staff are required to ensure all educational content is accessible from remote locations. This includes the ability to create and edit documents from home or other external teaching locations. This criteria is met through the normal use of the NHS Faculty Drives.

Canvas Integration

Teaching resources that are uploaded to Canvas must be stored in the relevant NHS Faculty Drive.

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Teaching resources that are uploaded to Canvas must be stored in the relevant NHS Faculty Drive. Staff can link, or embed files to Canvas from within NHS faculty drives.

Student data storage

Students are encouraged to store all their school resources and work on their personal Department of Education Google Drive. This account enables cloud based support with the ability to access and modify work from anywhere in the world. Access to the personal Google Drive is via the student's Department of Education account, and is paid for by the Department of Education. Students must adhere to the Digital Device policy regarding what content is appropriate to store on their Google Drive.

HSC Monitoring

A stage six class teacher must keep a paper-based record of their resources and delivery evidence in their HSC monitoring folders. Content should also be stored on the NHS Google Drives.

Responsibilities of the staff member

It is the responsibility of the staff member using digital content to ensure that all educational content:

- is stored on the relevant NHS Faculty Drives in an appropriate folder
- adheres to all copyright or licensing proprietary
- is distributed outside the DoE organization with the permission of an executive member
- is accessible offsite via the internet



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Data Storage Appendices

Appendix I

The following table provides a guide to the types of documents and their appropriate storage location.

Storage Location	Sentral Documents	NHS Drive	NHS Faculty Drives
<i>What types of documents are stored here?</i>	School policies NESA documents Template files	Meeting minutes Whole school initiatives Parkway articles	Classroom resources Teacher resources Media content
<i>Examples</i>	Assessment task templates NESA student IDs Course Handbooks Digital Device Policy Uniform Policy PDP templates NHS Letterheads	Team plans Meeting Agendas Wellbeing initiatives PB4L School strategy planning Aboriginal Education HPaGE	Worksheets Textbooks Documentary movies Programs Scope and Sequences Faculty admin Assessment tasks Faculty plans

Appendix II

The following table provides a guide to the roles of maintaining template files and policy documents on Sentral Documents.

Documents Category	Staff member(s) responsible	Example documents
<i>Administration</i>	Staff Administration Manager, SASS HT Administration Staff	Finance and Salaries Bell Times New staff and enrolments Security NHS Letterheads
<i>Curriculum and Assessment</i>	HT Administration Students	Assessment Notification Templates NESA Student IDs Course Handbooks Student handbooks
<i>Staff Performance</i>	Senior Executive Professional Development Team	Position Applications Professional Learning Support PDP Templates Professional Standards
<i>Technology Policies</i>	HT Computing Studies Technology Team	Digital Device Data Storage Student Printing
<i>Attendance Policies</i>	HT Administration Students	Roll Marking School Attendance
<i>Playground Duty Policies</i>	HT Administration Students	Duty Roster Bus Procedures



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<i>Reporting Policies</i>	HT Science	Cover Sheets Reporting guidelines
<i>WHS Policies</i>	Staff Administration Manager HT Administration Staff WHS Team	Currency Certificates School Evacuations Hazard Reporting Working with Children Check
<i>Wellbeing Policies</i>	HT Wellbeing Wellbeing Team	Uniform Standards Homework Standards Truancy Procedures